

Responsible Office: Congressional Liaison Division (Code LB)
Subject: Congressional Hearing Preparation

Office of Legislative Affairs

Office Work Instruction

Congressional Hearing Preparation

Original Approved By: s/_____

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Associate Administrator
Office of Legislative Affairs

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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		12/10/1999	
Revision	A	5/10/2000	Add OMB to definitions: place quality record in proper location on flow chart; clarify actions regarding due dates and disposition of comments.

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1. Purpose

The purpose of this OWI is to document the process for preparing Agency testimony, back-up material for Congressional hearings, and preparing the NASA witness for Congressional hearings.

2. Scope and Applicability

This OWI covers the testimony and hearing preparation process performed by Code L for the Administrator and other NASA witnesses. The OWI defines the process for preparation of background material for hearings where the Administrator is the witness and preparation and clearance of testimony when the Administrator or a NASA official serves as a witness at a Congressional hearing. These documents and products support NASA efforts to inform Congress regarding NASA's budget request and programs.

3. Definitions

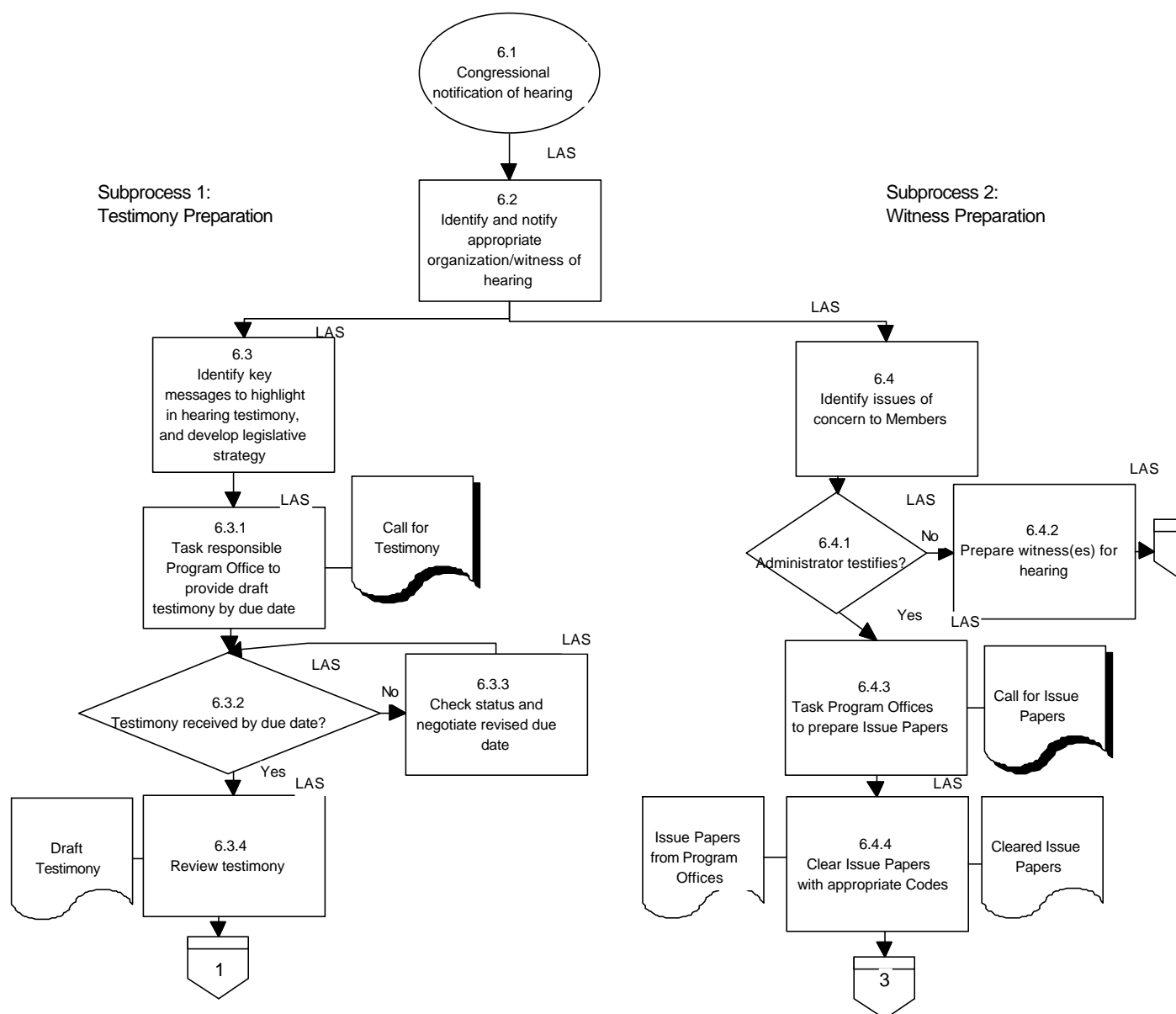
- 3.1 CC : Correspondence Clerk
- 3.2 Code B: Office of the Comptroller
- 3.3 Code L: Office of Legislative Affairs
- 3.4 Code LB: Office of Legislative Affairs/Liaison Division
- 3.5 Code LD : Office of Legislative Affairs/Inquiry Division
- 3.6 DMS: Document Management System
- 3.7 HATS: Headquarters Action Tracking System
- 3.8 LAS: Legislative Affairs Specialist, a position within Code L
- 3.9 OMB: Office of Management and Budget

4. References

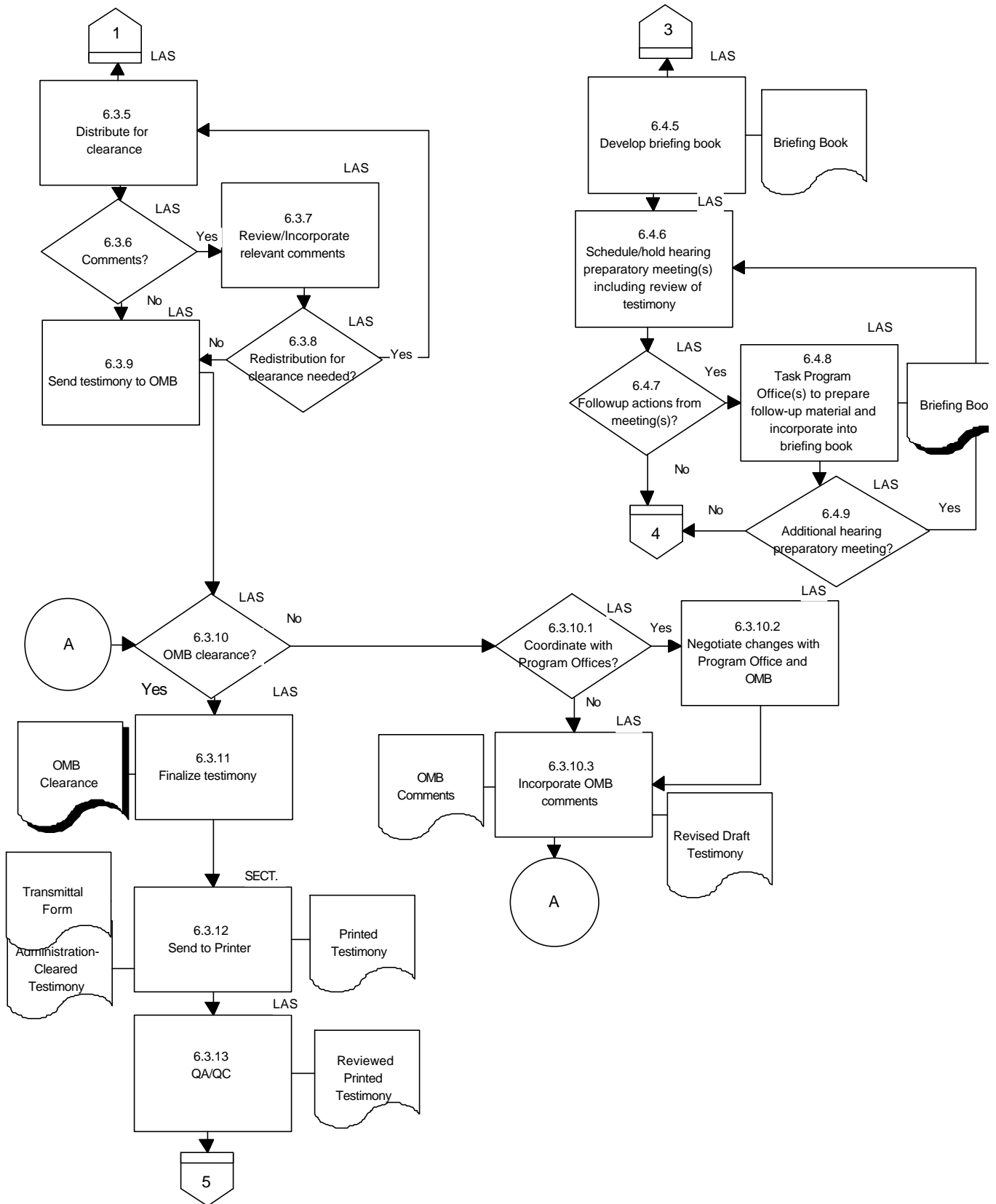
None

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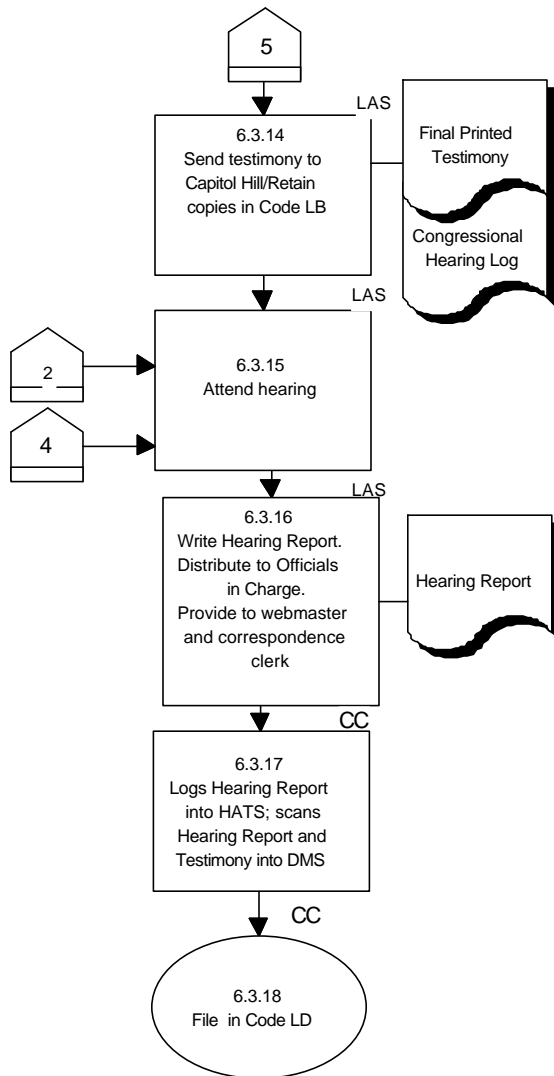
5. Flowchart



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6. Procedure

Step	Actionee	Action
6.1		NASA is notified by Congress of request to testify, typically by letter. The letter may be preceded by a phone call notifying the Agency of the hearing.
6.2	LAS	Identify and notify witness of hearing. The LAS begins the process immediately upon receipt of phone call that is followed by an invitation letter. If a request does not identify a specific witness, LAS identifies witness based on subject of hearing.

Subprocess I: Testimony Preparation

6.3	LAS	Identify key message(s) to highlight in testimony at Congressional hearing and develop legislative strategy based on LAS experience and knowledge of Committee interests/issues.
6.3.1	LAS	Task Program Office(s) to prepare draft testimony and assign due date testimony is required back in Code LB.
6.3.2	LAS	Determine if testimony received by due date. If testimony received by due date proceed to 6.3.4 If testimony is not received by due date, go to step 6.3.3.
6.3.3	LAS	Check status with program office and negotiate revised testimony due date. Note new due date on Congressional Hearing Log sheet. (Appendix A) Go to Step 6.3.2.
6.3.4	LAS	Review testimony.
6.3.5	LAS	Distribute draft testimony within NASA for Agency clearance to codes based on subject matter. Testimony is always sent to Code B for clearance. If testimony prepared for Administrator, provide copy of draft testimony to Administrator.
6.3.6	LAS	Determine if there are comments to draft testimony. If no comment received proceed to step 6.3.9. If comments received proceed to step 6.3.7
6.3.7	LAS	Review, coordinate and incorporate comments into testimony. LAS makes determination based on experience, knowledge of programs, and judgment whether or not comments are accepted. If comments are not accepted, LAS informs affected codes that comments have not been accepted and notes disposition and date on Congressional Hearing Log.

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| 6.3.8 | LAS | Determine if comments are substantive and must be redistributed for clearance among relevant codes. Decision whether redistribution is required is made by LAS based on experience, knowledge of programs and judgment. If testimony must be redistributed proceed to step 6.3.5. If testimony does not need to be redistributed for clearance, proceed to step 6.3.9. |
| 6.3.9 | LAS | Send Agency cleared testimony to OMB to obtain Administration clearance. Request due date for OMB clearance based on leadtime required to complete process in time to get the testimony to Congress by the date requested. |
| 6.3.10 | LAS | Determine if OMB provides agency clearance. If yes, proceed to step 6.3.11. If OMB provides clearance subject to comments/revisions, proceed to step 6.3.10.1. |
| 6.3.10.1 | LAS | Determine if comments must be coordinated with program office. If LAS makes determination based on experience, knowledge of programs and judgment that coordination with program office is not required, proceed to step 6.3.10.3. If comments are received which LAS determines must be negotiated and coordinated with program office proceed to 6.3.10.2. |
| 6.3.10.2 | LAS | Negotiate OMB changes with program office and OMB until all agreed and OMB clears. Note date of OMB clearance on Congressional Hearing Log. Go to 6.3.10.3. |
| 6.3.10.3 | LAS | Incorporate OMB comments in testimony. Return to Step 6.3.10 to obtain OMB concurrence. |
| 6.3.11 | LAS | Review final draft testimony and finalize testimony to be sent to printers. |
| 6.3.12 | Secretary | Print testimony. |
| 6.3.13 | LAS | Review printed testimony for print quality to ensure it has been properly printed. Initial top corner of printed testimony that quality is acceptable and maintain copy in hearing file. |
| 6.3.14 | LAS | Send testimony to Capitol Hill and retain copies in Code LB. |
| 6.3.15 | LAS | Attend hearing. |
| 6.3.16 | LAS | Write hearing report and distribute to Code L Webmaster. Secretary provides hard copy to NASA Headquarters Associate Administrators, NASA Centers, and correspondence clerk. |
| 6.3.17 | CC | Log hearing report into HATS; scans hearing report and testimony into DMS. |
| 6.3.18 | CC | File hard copy of hearing report in Code LD |

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Subprocess 2: Witness Preparation

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| 6.4 | LAS | Identify Issues of concern to Members of Congress based on knowledge of issues and previous Congressional hearings/correspondence/direction. |
| 6.4.1 | LAS | Determine if Administrator or other NASA witness hearing. If Administrator hearing proceed to step 6.4.3. If not Administrator hearing, proceed to step 6.4.2. |
| 6.4.2 | LAS | Consult with Program offices regarding hearing issues. Prepare Associate Administrator/witness for hearing. Preparation may include items such as: scheduling meetings to review testimony, prep sessions to address sample questions that may be asked at the hearing. Proceed to step 6.3.15. |
| 6.4.3 | LAS | Task program offices to prepare issue papers by specific due date. Due date is determined by date of hearing and lead time required to prepare materials. If due date not met, LAS continues to work with Program office to obtain issue paper prior to hearing. |
| 6.4.4 | LAS | Review issue papers and clear with Code B and other codes as LAS determines is necessary. Determination of who should clear is based on knowledge, judgment, and experience of LAS. If the issue paper addresses a topic that has overlapping areas affecting multiple Codes, the issue paper is cleared through the affected codes. |
| 6.4.5 | LAS | Develop briefing book for the Administrator and include issue papers in the book. Development of the briefing book is an iterative process. To insure that the current version of the book is maintained each issue paper contains a date stamped on the paper which reflects the most current version of the document. The Office of Legislative Affairs maintains the master copy of the book to which everyone may go to obtain the current version of the material. |
| 6.4.6 | LAS | Schedule and hold hearing preparatory meetings, including review of testimony, briefing book and possible questions that might be asked at the hearing. The Deputy Associate Administrator of Legislative Affairs/LAS makes determination which program offices should attend prep meeting based on issues to be discussed, experience, and knowledge of programs. |
| 6.4.7 | LAS | Determine if follow-up required after prep session. If |

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- yes, go to 6.4.8. If no follow-up actions from meeting and no additional prep sessions necessary, return to step 6.3.15.
- 6.4.8 LAS Task program office to prepare additional white papers for briefing book and clear through Code B and other codes if overlapping jurisdiction. Incorporate new material/issue papers in Administrator's briefing book and date stamp to reflect most current version of material.
- 6.4.9 LAS Determine if additional prep meetings are required. If additional prep meetings required, proceed to step 6.4.6. If not, proceed to step 6.3.15.

7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/Disposition
Call for Testimony	Code LB	Code LB	Hard copy	Schedule 1, Item 25	Destroy or delete when work is completed or when no longer needed for operating purposes.
OMB clearance	Code LB	Code LB	Hard copy	Schedule 10, Item 2	Destroy when no longer needed.
Final Printed Testimony	Code LB	Code LB	Hard copy	Schedule 10, Item 2	Destroy when no longer needed
Call for Issue Papers	Code LB	Code LB	Hard Copy	Schedule 1, item 25	Destroy or delete when work is completed or when no longer needed for operating purposes.
Briefing Book	Code LB	Code LB	Hard Copy	Schedule 10, Item 2	Destroy when no longer needed.
Congression-al Hearing Log	Code LB	Code LB	Hard Copy	Schedule 10 Item 2	Destroy when no longer needed
Hearing Report	Code LB	Code LD	Hard Copy	Schedule 1, Item 15A	Retain for 5 years, then retire to Federal Record Center (FRC).

Appendix A – Congressional Hearing Log (resides on Code L shared drive which is password protected to Code L employees). Available upon request from Code L.

Congressional Hearing Log

Date Testimony Cleared by OMB:

[illegible]